REGULAR MEETING

**December 1, 2016**

**Aurora, Minnesota**

***The Regular Meeting of the Town of White was called to order by Chairman Kippley at 5:00 P.M., on Thursday, December 1, 2016, in the City/Town Government Center.***

**ROLL CALL:**

Present: Supervisors-Anttila, Kippley, Skelton; Clerk-Knaus; Treasurer-Shuck; Attorney-Kearney; Foreman-Hinsz

 Absent:

Also Present: John Jamnick, Syd Hinsz

1. **APPROVAL OF AGENDA**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE THE AGENDA. UNANIMOUSLY CARRIED**

1. **APPROVAL OF MINUTES OF THE REGULAR MEETING ON NOVEMBER 10, 2016, BOARD OF CANVASS ON NOVEMBER 10, 2016, AND SPECIAL CLOSED MEETING ON NOVEMBER 16, 2016 AS PRESENTED.**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO APPROVE THE MINUTES OF THE REGULAR MEETING & BOARD OF CANVASS ON NOVEMBER 10, 2016 AND SPECIAL CLOSED MEETING ON NOVEMBER 16, 2016 AS PRESENTED. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF NOVEMBER 2016, LISTED RECEIPTS IN THE AMOUNT OF $24,665.77 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Refunds & ReimbursementsWater/Wastewater ConnectionSale of Garbage BagsSnowplowing | 11,304.55130.002,970.009,400.00 |
| Open Gym Membership | 30.00 |
| LLCC RentalPainting Class Registration (Paid to Instructor)Interest Earned | 725.0025.0044.2981.22 |
| **TOTAL** | **$ 24,665.77** |

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF NOVEMBER 2016 RECEIPTS AS READ. UNANIMOUSLY CARRIED**

**4. CITIZENS/GUESTS**: None

**5. UNFINISHED BUSINESS:**

5.1 New Storage Facility at Public Works Location – Jamnick updated Board on his conversations with Ameribuilt about concerns about how the slab was poured and shared correspndence. Building was delivered this week. Invoice #5 for Project Management was reviewed.

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON APPROVING INVOICE #5 TO JPG ENGINEERING IN THE AMOUNT OF $800.00. UNANIMOUSLY CARRIED**

5.2 2016-015 – Wild Rice/Sulfate Standards Resolution tabled from last month was reviewed.

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO APPROVE RESOLUTION 2016- 015 WILD RICE/SULFATE STANDARDS. UNANIMOUSLY CARRIED**

**6. NEW BUSINESS:**

6.1 Lane 57/Trigstad Road Ditch –Koste Property – The ditch has been filled in by the property owner. No permit application was filed with the Town for driveway access. Board discussed how to remedy the situation. Foreman Hinsz will measure length of ditch filled in by dirt which is blocking the culvert. Clerk will correspond with Attorney Kearney.

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON DIRECTING ATTORNEY KEARNEY TO SEND LETTER TO PROPERTY OWNER. UNANIMOUSLY CARRIED**

6.2 2017 Draft Town of White Meeting Schedule was reviewed. Board members will notify Clerk of any conflicts. Final Meeting schedule will be approved at Reorganziation meeting in January.

6.3 Schedule Special Meeting – A Special Meeting is needed to discuss unfinished projects, Board goals, and other pending items such as the Palo Markham School Group building usage agreement.

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO SCHEDULE A SPECIAL MEETING TO DISCUSS UNFINISHED PROJECT AND PENDING ITEMS ON WEDNESDAY, DECEMBER 28, 2016 AT 5:00 P.M. IN THE CITY/TOWN GOVERNMENT CENTER CONFERENCE ROOM. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 East Range Sportsman’s & Conservation Club October 2016 minutes and treasurer’s report were reviewed; Kippley directed Foreman to plow at site. Knaus indicated new building has been added to the insurance policy.

7.2 PMSG October 2016 minutes & LLCC Financial report were reviewed

7.3 ERJPB October 2016 minutes were reviewed

7.4 Aurora Chamber of Commerce November 2016 minutes were reviewed

7.5 RAMS October 2016 minutes were reviewed

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO FILE ALL MINUTES. UNANIMOUSLY CARRIED**

**8. REPORTS:**

Clerk Knaus

1.) Attended Clerk’s/Administrator’s meeting 11/16/16

2.) The Annual MAT Conference was very good – thanks to the Board for allowing both Emma and I to attend. The focus was on Rural Broadband. We attended training sessions on Annual Financial Reporting, Meeting Minutes and met with vendors.

3.) Attended Laskiainen Meeting 11/30/16

4.) Ed and I attended Ambulance Services Meeting 11/29/16

5.) Next couple weeks will be focused on budgeting – cleaning up and finalizing 2016 for year-end reporting and finalizing 2017 budget with 2% levy increase

**Supervisor Updates not previously discussed:**

Anttila

 Laskiainen Slides will be built January 14 or January 21 depending on weather. Anttila directed Foreman to keep good records of time and resources used by the Township for building the slides.

 Kippley

Updated the Board on the Joint Ambulance meeting discussions.

**9. CORRESPONDENCE:**

1. Brock White Notice 11/3/16

2. First Lab Fee Increase Notice 11/10/16

3. St. Louis County Ag Inspector Notice 11/17/16 – Report Due 1/15/17

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPOINT FOREMAN HINSZ AS THE TOWN’S DESIGNATED LOCAL WEED INSPECTOR. UNANIMOUSLY CARRIED**

4. Great Northern Transmission Line Press Releases – 11/16/16

5. Range Snowmobile & A.T.V. Club Thank You

6. State of MN Auditor’s Office MN Town Finance 2015 Report

7. League of MN Cities Insurance Trust 2016-17 Coverages, Rates, & Dividend Notice

8. RAMS Vacancy Notice & Nonimation Form – Due 12/19/16

9. Northeast MN Office of Job Training Press Release

10. MN Association of Townships Annual Financial Report

11. Arrowhead Regional Development Commission Grant Program Announcement

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO FILE ALL CORRESPONDENCE RECEIVED. UNANIMOUSLY CARRIED**

**10. TRAINING REQUESTS**:

* Clark Niemi – Annual MSHA Refresher – Friday, 01/13/2017 – Virginia, MN $50

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING CLARK NIEMI TO ATTEND THE ANNUAL MSHA REFRESHER COURSE IN VIRGINIA, MN ON JANUARY 13, 2017 FOR $50 PLUS TRAVEL EXPENSES. UNANIMOUSLY CARRIED**

**11. APPROVAL OF BILLS AND PAYROLL FOR THE MONTH OF NOVEMBER 2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Check #** | **Vendor** | **Description** |  **Amount**  |  |
| F11-01-16 | E.F.T.P.S. Monthly | Employee Withholding |  $ 91.60  |  |
| CC11-02-16 | Cardmember Service | Health Fair, Hotel, License, Batteries, Printer Cartridges |  $ 869.35  |  |
| CAT11-3-16 | Caterpillar Financial Services Corp | CAT Excavator Annual 2016 |  $ 42,200.92  |  |
| 61527 | Payroll Period Ending 11/08/2016 |  |  $ 236.30  |  |
| 61531 | Payroll Period Ending 11/08/2016 |  |  $ 195.00  |  |
| 61533 | Payroll Period Ending 11/08/2016 |  |  $ 184.86  |  |
| 61536 | Payroll Period Ending 11/08/2016 |  |  $ 165.54  |  |
| 61538 | Payroll Period Ending 11/08/2016 |  |  $ 165.40  |  |
| 61540 | Payroll Period Ending 11/08/2016 |  |  $ 264.00  |  |
| 61528 | Payroll Period Ending 11/08/2016 |  |  $ 161.08  |  |
| 61534 | Payroll Period Ending 11/08/2016 |  |  $ 170.40  |  |
| 61529 | Payroll Period Ending 11/08/2016 |  |  $ 261.44  |  |
| 61532 | Payroll Period Ending 11/08/2016 |  |  $ 199.04  |  |
| 61535 | Payroll Period Ending 11/08/2016 |  |  $ 185.40  |  |
| 61530 | Payroll Period Ending 11/08/2016 |  |  $ 170.80  |  |
| 61537 | Payroll Period Ending 11/08/2016 |  |  $ 161.08  |  |
| 61539 | Payroll Period Ending 11/08/2016 |  |  $ 166.48  |  |
| 61518 | Payroll Period Ending 11/05/2016 |  |  $ 1,847.40  |  |
| 61522 | Payroll Period Ending 11/05/2016 |  |  $ 1,497.46  |  |
| 61520 | Payroll Period Ending 11/05/2016 |  |  $ 1,497.46  |  |
| 61517 | Payroll Period Ending 11/05/2016 |  |  $ 1,438.51  |  |
| 61515 | Payroll Period Ending 11/05/2016 |  |  $ 583.65  |  |
| 61516 | Payroll Period Ending 11/05/2016 |  |  $ 1,210.59  |  |
| 61519 | Payroll Period Ending 11/05/2016 |  |  $ 1,338.64  |  |
| 61521 | Payroll Period Ending 11/05/2016 |  |  $ 1,557.42  |  |
| 61523 | Payroll Period Ending 11/05/2016 |  |  $ 1,091.81  |  |
| GAR11-9-16 | Minnesota Revenue - Wage Garn | Wage Garnishment |  $ 266.17  |  |
| P11-09-16 | P.E.R.A. | Retirement Deductions |  $ 2,548.25  |  |
| F11-09-16 | E.F.T.P.S. | Employee Withholding |  $ 4,443.85  |  |
| M11-09-16 | MN Department of Revenue | Employee Withholding |  $ 747.74  |  |
| D11-09-16 | Empower | Deferred Comp & Roth Emp Ded |  $ 555.00  |  |
| 30095 | Tomahawk Ford | Refuse Collection OCT 2016 |  $ 10,229.63  |  |
| ST11-10-16 | MN Dept of Revenue - Sales Tax | OCT 2016 Sales Tax Payment |  $ 1,129.00  |  |
| VOL111016 | Kansas State Bank | Nov 2016 Loader Payment |  $ 2,581.45  |  |
| 30096 | Mesabi Bituminous Inc | Pay Est #2 Gardendale/TLLR/Parking Lot |  $ 152,803.21  |  |
| 30097 | Casper Construction, Inc. | Final Pay Est. #5 Project No. 14-053 |  $ 40,513.71  |  |
| 30098 | JPJ Engineering, Inc. | Inv #4 Gardendale/TLLR/PW Bldg |  $ 5,959.92  |  |
| 30099 | Knaus, Jodi | Travel Expenses |  $ 113.00  |  |
| 30100 | Shuck, Emma | Travel Expense MAT Conf |  $ 154.04  |  |
| 61541 | Payroll Period Ending 11/19/2016 |  |  $ 564.15  |  |
| 61542 | Payroll Period Ending 11/19/2016 |  |  $ 1,185.09  |  |
| 61545 | Payroll Period Ending 11/19/2016 |  |  $ 2,250.70  |  |
| 61547 | Payroll Period Ending 11/19/2016 |  |  $ 1,730.06  |  |
| F11-23-16 | E.F.T.P.S. | Employee Withholding |  $ 5,360.31  |  |
| M11-23-16 | MN Department of Revenue | Employee Withholding |  $ 950.70  |  |
| P11-23-16 | P.E.R.A. | Retirement Deductions |  $ 2,985.58  |  |
| G11-23-16 | Minnesota Revenue  | Wage Garnishment |  $ 283.97  |  |
| 61548 | Payroll Period Ending 11/19/2016 |  |  $ 1,463.46  |  |
| 61543 | Payroll Period Ending 11/19/2016 |  |  $ 1,689.29  |  |
| 61544 | Payroll Period Ending 11/19/2016 |  |  $ 2,458.96  |  |
| 61546 | Payroll Period Ending 11/19/2016 |  |  $ 1,463.46  |  |
| 61549 | Payroll Period Ending 11/19/2016 |  |  $ 1,354.42  |  |
| D11-23-16 | Empower | Deferred Comp & Roth Employee Ded |  $ 305.00  |  |
| 61551 | Payroll Period Ending 11/30/2016 |  |  $ 420.97  |  |
| 30136 | Shuck, Emma | Fire Warden |  $ 187.50  |  |
| 61553 | Payroll Period Ending 11/30/2016 | Payroll |  $ 64.38  |  |
| 30101 | XZ8966930 | HCSP Reimbursement |  $ 337.11  |  |
| 30103 | XZ2234345 | HSCP Reimbursement |  $ 397.34  |  |
| 61554 | Payroll Period Ending 11/30/2016 |  |  $ 280.65  |  |
| 30105 | Bradach Lumber | Shop materials, Cemetery |  $ 128.06  |  |
| 30119 | Midwest Machinery Co | oil filter |  $ 22.23  |  |
| 30122 | Niemi, Clark | Overtime Meal |  $ 21.49  |  |
| 30123 | Nuss Truck & Equipment | Parts Truck #6 |  $ 539.35  |  |
| 30128 | Verizon | Cell Phone |  $ 29.76  |  |
| 30129 | Phil's Garage Door Service | Door Testing & Repair |  $ 150.75  |  |
| 30131 | Hinsz, Greg | Overtime Allowance Meal |  $ 28.00  |  |
| 30132 | CVMM P.A. | Cemetery Legal Fees |  $ 220.00  |  |
| 30133 | Central Pension Fund | Central Pension Fund Contributions |  $ 3,360.00  |  |
| 30134 | Knaus, Jodi | Fire Warden |  $ 187.50  |  |
| 30135 | Madison National Life Ins Co, Inc | LTD/STD DEC 2016 |  $ 358.53  |  |
| 30137 | Culligan | Water Softener Service |  $ 22.50  |  |
| 30139 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - JAN 16 |  $ 9,990.00  |  |
| 30143 | Town of White Petty Cash Fund | Postage |  $ 50.97  |  |
| 61565 | MN NCPERS | Employee Deductions |  $ 32.00  |  |
| 61566 | MN Life Insurance Company | Life Insurance Deductions Dec 16 |  $ 143.10  |  |
| 30145 | APG Media of MN | Nov & Dec Mtg Notice |  $ 139.20  |  |
| 30102 | XZ6344990 | HCSP Reimbursement |  $ 297.84  |  |
| 30106 | Carquest Aurora | Fuel, Lube, Cleaner, Grease, Filters |  $ 484.26  |  |
| 30107 | Colosimo, Patchin, & Kearney, LTD | Legal Retainer |  $ 360.00  |  |
| 30110 | Excel Business Systems | Copier Contract |  $ 124.51  |  |
| 30111 | Frontier | New Telephones for Office |  $ 3,429.95  |  |
| 30112 | Frontier | Telephone & Internet Service - 2x |  $ 1,132.34  |  |
| 30114 | Hinsz, Greg | \*\*\*VOID$28.78\*\*\*Overtime Meal |  $ -  |  |
| 30115 | L & M Supply, Inc. | LLCC Supplies, Cemetery |  $ 259.80  |  |
| 30124 | Pace Analytical Services, Inc. | Water Testing Services 161272985 |  $ 52.90  |  |
| 30125 | Plagemann's Floral & Gifts | Flowers Boben Funeral |  $ 46.17  |  |
| 30126 | Range Office Supply & Equip Co. | Fax cartridge |  $ 31.99  |  |
| 30127 | Rapid Rooter Inc. | Quarry Lift Station Cleaning |  $ 830.00  |  |
| 30130 | Titan Machinery | Brush Mower Parts |  $ 84.94  |  |
| 30138 | East Range Shopper | Advertising |  $ 205.35  |  |
| 30140 | Acuity Specialty Products, Inc. | Operating Supplies |  $ 177.71  |  |
| 61564 | I.U.O.E. Local 49 | Union Dues Deductions |  $ 306.00  |  |
| 61567 | Colonial Life | NOV 2016 Employee Deductions |  $ 391.32  |  |
| 30146 | Fondie, Lance | Overtime Meal |  $ 28.00  |  |
| 30147 | St. Louis County Public Works Dept. | OCT 2016 Fuel Usage payment |  $ 3,709.95  |  |
| 61552 | Payroll Period Ending 11/30/2016 | Payroll |  $ 193.16  |  |
| 30104 | All Service Heating LLC | LLCC Fans & Dampers |  $ 8,450.00  |  |
| 30108 | Como Oil & Propane | LLCC Propane |  $ 2,773.15  |  |
| 30109 | Crysteel Truck Equipment | Spinner Hub |  $ 175.00  |  |
| 30113 | Hoyt Lakes, City of | Ambulance Agreement |  $ 350.00  |  |
| 30116 | Lake Country Power | Electric Service |  $ 2,453.00  |  |
| 30117 | Lawson Products | Shop Supplies INV 9304506859 |  $ 384.29  |  |
| 30118 | Menard's-Virginia | Fire Dept Feed Supplies, SCVA Tank |  $ 321.64  |  |
| 30120 | Minnesota Power | Electric Service |  $ 259.22  |  |
| 30121 | Minnesota Pump Works | Lift Station Repairs |  $ 9,887.27  |  |
| 61550 | Payroll Period Ending 11/30/2016 |  |  $ 305.16  |  |
| P11-30-16 | P.E.R.A. Monthly | Retirement Deductions |  $ 152.02  |  |
| M11-30-16 | MN Department of Revenue Monthly | Employee Withholding |  $ 7.76  |  |
|  |  | **TOTAL** |  **$ 358,777.84**  |  |

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF NOVEMBER 2016 IN THE AMOUNT OF $358,777.84 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS: Next Regular Meeting: Thursday, January 5, 2017 at 5:00 p.m. City/Town Government Center with Re-Organization Meeting Following; Special Meeting: Wednesday, December 28, 2016 at 5:00 p.m. City/Town Government Center;**

**13. ADJOURNMENT:**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO ADJOURN THE MEETING AT 5:56 P.M. UNANIMOUSLY CARRIED**

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**Jodi L. Knaus, Clerk Edward Kippley, Chairman**